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UNITED STATES DEPARTMENT OF AGRICULTURE
Food Distribution Administration
Washington, D. C.

May 12, 1943

SPECIAL COMMODITIES BRANCH MEMORANDUM NO. 13

Supplement F

To: All Divisions and Sections, Special Commodities Branch

From: H. C. Albin, Chief, Special Commodities Branch

Subject: Material to be Submitted for Inclusion in Loose-Leaf Dockets

With further reference to Director's Memorandum No. 42 and to Supplement B of this series, there is set forth herein the procedure for establishing and maintaining the loose-leaf dockets for each order as prescribed in the memoranda referred to. These instructions shall be effective immediately.

- I. For each new Food Order governing a commodity for which this Branch is responsible, there shall be prepared by the Order Administrator, a brief but comprehensive Summary. The contents of this Summary shall be left to the discretion of the Order Administrator, except that it shall include the following items:
 - A. The Reason for the Order
 1. The need for the Order
 2. The purpose to be attained by the Order
 - B. The Provisions of the Order
 1. Summarize briefly the more important provisions of the Order.
 2. Constructions or interpretations of terms used where such constructions or interpretations are indicated. (For example, "The term retailer, as used in this Order does not include push-cart operators".)
 3. Explanation of method to be used in filing reports or other data required by the Order.
 - C. Background of Industry

A brief statement of how the Industry operates.

 1. Production
 2. Distribution
 - D. General

Any information which the Order Administrator feels should be given to the Regions, not covered by A, B, or C above.

II. On the same day of each successive month as the effective date of the Order, i.e., if the Order is dated May 15, then on June 15, July 15, etc., a supplemental Summary shall be prepared by the Order Administrator and submitted to the Regional Offices for inclusion in the Docket. This Summary shall contain a brief resume' of the amendments, constructions, interpretations and applications of the Order which have taken place since the last Summary. Appeals may be analyzed where the volume indicates a definite trend, however, there is no need for statistical information on the volume and nature of appeals since the Deputy Director's Office sends a comprehensive report to the Regions for that purpose. This Summary shall also include any pertinent General information the Order Administrator feels will be helpful.

Where the activity of the Order during the month has been of a purely routine nature, the Summary need only include a statement to that effect.

III. For those Orders already in effect, it will be necessary to recapitulate, in the initial Summary, the activity within the Order from its inception to the present. This Summary will be a combination of the original Summary and those which should have been issued monthly since the date of the Order.

IV. While the contents of each item to be included in the Summary will be the responsibility of the Order Administrator, it is necessary, in the interest of uniformity, that a similar presentation be made by each Order Administrator, and there is a sample form attached for the purpose. Before issuance, each Summary shall be approved by the Branch Chief and the Deputy Director (Mr. Kitchen). Routing for approval shall be as follows:

- | | |
|-------------------|---|
| 1. Division Chief | 4. Mr. Albin |
| 2. Mr. Brechenser | 5. Mr. Kitchen |
| 3. Mr. Davis | 6. Mr. Brechenser (For
Distribution) |

The Operational Planning and Services Division shall arrange for the duplicating and distribution of the approved material and will maintain a complete Docket of the material. The original copies of the Summaries, bearing the approval of the Deputy Director shall be returned to the Order Administrator for inclusion in the Master Docket.

V. As soon as may be practicable after the issuance of an Order, the Order Administrator shall prepare a set of questions and answers with respect to the Order. This set of questions and answers are to be routed for approval and distribution in the same manner as that provided for the Summaries, and the Order Administrator will notify the Operational Planning and Services Division as to the Industry or Trade Association which may be interested in publishing it in their journals.

VI. For each Order Administered by this Branch there shall be established a uniform filing system, to be set up in the order described below and bearing the titles shown:

1. The Master Docket: which shall contain only approved copies of the Summaries described above.
2. The Master File - FDO_____, is a folder in which the following shall be filed for each Order.
 - A. The approved copy of the memorandum addressed to the Deputy Director which proposes that the Order shall be issued (See Special Commodities Branch Memorandum No. 13, Sup. E)
 - B. Approved copies of the Order, Amendments or Directives
 - C. Approved Delegation of the Order Administrator
 - D. A copy of the press release
 - E. A copy of the memorandum to the Director or the Administrator recommending the issuance of the Order.
 - F. A copy of each list of questions and answers published in accordance with Section V.
 - G. Any constructions or interpretations of the Order by the Solicitor or the Deputy Director.
3. The Record of Appeals (Form SCB-32, See Special Commodities Branch Memorandum No. 17)
4. Appeals A separate folder for each appeal under the Order, set up in alphabetical order in accordance with Special Commodities Branch Memorandum No. 17.

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Form for Summaries

UNITED STATES DEPARTMENT OF AGRICULTURE
Food Distribution Administration
Washington, D. C.

June 14, 1943

To: All Regional Offices, Food Distribution Administration

From: _____, Administrator, FDO 18 Tea

Subject: Summary No. 2 for Inclusion in the Loose-Leaf Docket
of FDO-18

